

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☒ **NEW POSITION** ☐ **EXISTING POSITION**

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name 629		9. Position No. K225629	10. Budget Program Number 6294300100		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)		
3. Division ITS – KEES			12. Proposed Class Title Program Consultant II		Position Number
4. Section	For Use By Personnel Office	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) UNCLASSIFIED Full time Perm. Inter. Part time Temp. X %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 am To: 5:00 pm		17. Audit Date: By: Date: By:			

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

The KEES project is pivoting for Phase 3 to implement Human services functionality. The state will assume the training functions, which were previously the responsibility of the vendor. This has resulted in additional state staff responsibilities to manage the project.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

PSE III

Rachel Katuin

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Rachel Katuin

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Incumbent will develop the training material and also be responsible for the delivery of training material for the end-user of KEES. The KEES project will provide training and mentoring in the use of tools and methods used for designing and building the end user training.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
35%	E	Incumbent is responsible for End User Training of KEES system and policy process changes due to implementation of KEES. The incumbent will develop training materials. This includes both web-based and Instructor led materials for both trainers and end-users. Participate in the design, configuration and testing of business rules, workflow, reports, security and other key system components to aid in the development of materials. The materials developed must meet ADA and ITEC1210 standards.
25%	E	Deliver Instructor Led (IL) Courses including the KEES system and any policy or process related content or sessions to a variety of audiences, ranging from front line staff to Regional and Central Office management. Training will be delivered to KEES users in regional offices, Central Office, and Clearinghouse
20%	E	Collaborate with KEES Vendor and State Agencies to provide efficient and accurate documentation on workflow requirements for the KEES system. Work with others at Central Office and on the KEES project to ensure state and federal regulations and policies are followed to effect accurate and timely benefit eligibility determination. Collaborate with the vendor, end users and stakeholders in design efforts and make foundation decisions on system functionality and features and configuration to support the KEES business processes and reporting requirements.
10%	E	Incumbent is responsible for End User Training of the KEES system, policy, and process changes. Provides state context and content in the preparation and development of the training plan. Assist in the development of the web based and instructor led curriculum. Analyze how and where to implement policy-related content to the training material. Help develop and review the standards, tools, and templates which will be used for the development and tracking of training materials and delivery.
5%	E	Assist in the administration of the Learning Management System. Ensure appropriate and timely completion of training registration for the users. Ensure appropriate and timely addition of training materials and training plans.
5%	M	Perform other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The incumbent will have frequent contacts with DCF and KDHE management to carry out his/her duties of the job.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal Office Environment. Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office. There will be travel with normal driving and road hazards may occur while traveling Kansas roads.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:
Computer, Scanner, Copy Machine on a daily frequency

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

High School Degree or GED

Preferred College degree.

Education or Training - special or professional

Licenses, certificates and registrations

Valid driver's license to rent and operate a car in Kansas

Special knowledge, skills and abilities

Preferred skills include: Microsoft Word, Adobe, PowerPoint and Excel. Authoring tools such as Captivate or Lectora. Learning Management experience such as KansasTRAIN or Pathlore, experience in using Text to Speech software. Strong attention to detail and editing skills are preferred. Public speaking or teaching in an adult environment would be preferred.

Experience - length in years and kind

Two years of experience in training development or training delivery and/or 2 years experience in EES or PPS program experience.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date

DRAFT